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OPM History file

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18 January 1957

OFFICE OF PERSONNEL MEMORANDUM NO. 25-000-5

SUBJECT: Formal Training of Members of the Office of Personnel

RESCISSION: OPM 25-000-3 (47-55), dated 16 August 1955, subject:
Personnel Career Service Training Activities

1. This memorandum establishes standards for formal training of members of the Office of Personnel. Formal training is defined as that training given by the Office of Training in organized and regularly scheduled classes. This memorandum does not cover on-the-job training. The training standards established herein relate to grade and assignment or a combination of both.

a. For all new clerical personnel:

Clerical Induction (B-9)
Clerical Orientation (B-10)
CIA Introduction (B-1)
Security Introduction

New clerical personnel will be automatically enrolled in these courses as part of the EOD procedure.

b. For all new professional (GS-7 and above) personnel:

CIA Introduction (B-1)
Security Introduction
Intelligence Orientation (B-3)

New professional personnel will be automatically enrolled in these courses as part of the EOD procedure.

c. For all personnel GS-7 and above:

Introduction to Intelligence (B-3)
Basic Supervision (B-7) (This course is organized by grade levels)

d. For all personnel GS-11 and above:

Basic Management (B-8) (This course is organized by grade levels)

e. For all persons of Branch, Staff or Division Chief level, and for all personnel GS-11 and above who serve DD/P elements:

Operations Support (B-5)

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NO CHANGE IN CLASS ☐

☐ DECLASSIFIED

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f. For all clerical personnel who are to be assigned to DD/P foreign divisions, staffs, or overseas stations and bases:

Administrative Procedures (B-4)

g. For all personnel GS-11 and above who service DD/I elements:

Intelligence Techniques (I-1)

h. For all persons of Division Chief level, for all chiefs of Branches servicing DD/P elements, and for all persons GS-11 and above who are to be assigned to any DD/P element, including overseas posts:

Operations Familiarization

2. The paragraph above prescribes the standards which must be attained by persons of the grades and assignments indicated. Division Chiefs will coordinate with the Office of Personnel Training Officer to ensure that these standards are met.

3. The courses prescribed herein are the minimum required. Division Chiefs are encouraged to schedule enrollment in additional courses which will promote employees' effectiveness; for example, Clerical Refresher, Effective Writing, Reading Improvement, and Conference Leadership.

4. The Office of Personnel Training Officer will monitor the training program to maintain it at an effective tempo. He will be responsible for coordinating priorities of enrollment whenever this is necessary.

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Harrison G. Reynolds
Director of Personnel

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